LORETO NORMANHURST
COLLECTION NOTICE UNDER THE PRIVACY ACT
OF PARENT AND STUDENT INFORMATION

1. Loreto Normanhurst (the School) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a student’s enrolment at the School. The primary purpose of collecting this information is to enable the School to provide all appropriate educational opportunities for your daughter.

2. Some of the information we collect is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. You may contact the School if you have any question about this.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

5. The School from time to time discloses personal and sensitive information to other areas, including other schools, government departments, Catholic Education Commission, medical practitioners, and people providing services to the School. Other people who may receive this information include specialist visiting teachers, (sports) coaches and volunteers. This information is vital for the welfare of each individual student. The inability of the School to gain access to such information may mean that the School is unable to enrol or continue enrolment of your daughter.

6. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines, the Loreto Normanhurst website, Facebook page and Twitter account. The school seeks to protect the identity of students in these circumstances when appropriate.

7. Parents may seek access to personal information collected about them and their daughter by contacting the School. Students may also seek access to personal information collected. There will, however, be occasions when access may be denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School’s duty of care to the student, or where students have provided information in confidence.

8. The School from time to time engages in fundraising activities. The information received from you may be used to request support for fundraising.

9. If you provide the School with the personal information of others, such as names of doctors or emergency contacts, it is important that you inform these persons that you are disclosing that information to the School. In this way these persons may access that information if they wish but can be made aware that the School does not usually disclose the information to third parties.

If you have any concerns with the school passing on information to the third parties mentioned above please contact Catherine Reynolds, Director of Human Resources, catherine@loretonh.nsw.edu.au or 9487 3488.